

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 629-4804/4824; DSN 853-4804/4824; FAX (602) 267-2782

WEBSITE: www.azguard.gov/hro

EMAIL: AZAGRBranch@ng.army.mil

ANNOUNCEMENT NUMBER: 10-75AR

DATE: 12 JUL 2010

CLOSING DATE: 02 AUG 2010

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

HUMAN RESOURCES SGT, PARA 107 LINE 04, SGT, 42A20

APPOINTMENT FACTORS: **OFFICER ()** **WARRANT OFFICER ()** **ENLISTED (X)**

LOCATION OF POSITION:

HHC 253RD ENGINEER BN, PHOENIX ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members of the Arizona Army National Guard in the grades of SPC/E-4 through SGT/E-5**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (AGR Application (Oct 2002) (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (Jun 2004).
- c. AZNG Form 335-4-R (Apr 1992).
- d. Individual Medical Readiness Record (MEDPROS).
- e. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.
- f. DA Form 705 (APFT), within six months (ensure that height and weight are annotated). If selected without a current PT test, Soldier must be able to pass before hire date. Profiles must be attached if applicable.
- g. Body Fat Worksheet (DA Form 5500-R) if applicable.
- h. Certified copy of current 2-1 (from OPM or unit MACOM).
- i. Photo copies of Last 5 OERs/NCOERs.
- j. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- k. All DD Form 214's or NGB Form 22's.

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 42A20

MILITARY APPOINTMENT REQUIREMENTS:

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. Must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
5. AGR soldiers will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes.
6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
8. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
11. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory.
- (5) A security eligibility of SECRET.
 - (a) Requirement for a SECRET security eligibility is effective 1 October 2007 for all new accessions into MOS 42A. Soldiers in the Delayed Entry Program (DEP) on or before 30 September 2007 with contracts for entry on and after 1 October 2007 are excluded from this requirement and will be processed as in-service personnel per paragraph 6(b) below.
 - (b) Requirement for a SECRET security eligibility is effective 1 October 2010 for all Soldiers holding MOS 42A who entered service prior to 1 October 2007 or were in the DEP per paragraph 6(a) above.
- (6) Be a U.S. citizen.

BRIEF JOB DESCRIPTION: Personnel and Administration NCO for an Engineer battalion consisting of over 500 Soldiers and officers. Staff assistant to the battalion S1 OIC/NCOIC. Performs duties pertaining to strength management, personnel qualifications and evaluations, personnel assignment, clearance, recruiting, retention, and battalion administration. Provides guidance and supervision to the Battalion S1 staff and legal sections. Coordinates protocol with subordinate units, Brigade and state level offices. Additional duties may include; Battalion Safety Officer, Equal Opportunity Officer, Records Management Officer, and Retention Officer.

SELECTING SUPERVISOR: Battalion Administrative Officer